

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**August 12, 2003**

**FROM:**           **DAVE GIBSON**, Director  
                          Facilities Management Department

**SUBJECT:**       **CUSTODIAL SERVICES AGREEMENT**

**RECOMMENDATION:** Authorize the purchasing agent to increase Purchase Order # D1094 to Dawn Brite, Inc by \$12,437.50 for a total of \$27,362.50 to provide custodial services from July 1, 2003 to August 25, 2003.

**BACKGROUND INFORMATION:** Purchase Order # D1094 was issued in the amount of \$14,925.00, for temporary custodial service for the Foothill Law and Justice Center. The amount was to provide custodial services at this facility for the month of July 2003 while Facilities Management went out to formal bid.

On June 9, 2003, Facilities Management posted advertisement on the County Internet Web and also advertised in the local newspaper. The mandatory job walk was conducted on June 25, 2003. On June 30, 2003, bids were received and the lowest responsible bidder was Coverall Cleaning Concept. On July 22, 2003 the Board of Supervisors approved the contract number 03-786 to Coverall Cleaning Concepts. Due to coordination issues Coverall Cleaning concepts will not begin service until August 26, 2003. Therefore, it is necessary to extend the temporary service with Dawn Brite to August 25, 2003, and Facilities Management is requesting an increase of \$12,437.50 in the purchase order for a total amount of \$27,362.50

**REVIEW BY OTHERS:** This item has been reviewed as to legal form by County Counsel (Jean-Rene Basle, Deputy County Counsel) on August 1, 2003; and reviewed by the County Administrative Office (Lynn Chacon, Administrative Analyst) on August 1, 2003.

**FINANCIAL IMPACT:** There are sufficient appropriations available in the 2003-2004 Facilities Management Department Custodial budget (AAA FMD FMC).

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the need for temporary services to continue until the selected vendor can start services on August 26, 2003.

**SUPERVISORIAL DISTRICT(S):** Second

**PRESENTER:** Dave Gibson, Director, 387-2230

Record of Action of the Board of Supervisors

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